

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST Ho Chi Minh City, Vietnam		2. AGENCY State		3a. POSITION NO. A52123
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2 positions #A52121 & 23				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Reclassification of duties: This position replaces Position No. _____ (Title) _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) Replacement _____				
5. CLASSIFICATION ACTION	Position Title and Series Code		Grade	Initials
a. Post Classification Authority BKK/RHR/BRCC	Purchasing Agent, FSN-401		FSN-7	
b. Other				
c. Proposed by Initiating Office	Purchasing Agent		FSN-7	
6. POST TITLE POSITION (if different from official title)			7. NAME OF EMPLOYEE	
8. OFFICE/SECTION GENERAL SERVICES OFFICE			a. First Subdivision PROCUREMENT UNIT	
b. Second Subdivision			c. Third Subdivision	
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)			10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date(mm-dd-yy)	
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)			12. I have satisfied myself that this is an accurate description of the position. _____ Typed Name and Signature of Admin or Human Resources Date(mm-dd-yy)	
13. BASIC FUNCTION OF POSITION Under the supervision of the Procurement Supervisor, the Purchasing Agent works as assigned by the Procurement Supervisor and is responsible for local and overseas procurement of supplies, equipment and services needed by Consulate HCMC and associated agencies. S/He executes a limited number of simplified contracts. This is a customer service position, the incumbent is expected to provide expedient, friendly, and professional services to Consulate HCMC clients as well as local and overseas vendors.				
14. MAJOR DUTIES AND RESPONSIBILITIES % OF TIME Responsible for purchases made by the U.S Consulate and associated agencies. Evaluates and approves vendors and authorizes purchase orders for goods or services in accordance with U.S. Government regulations. S/he should be familiar				

with a variety of the field's concepts, practices, and procedures. A wide degree of creativity and latitude is expected. Functions include but not limited to:

Procurement Agent/Procurement, Purchase card, BPAs, Petty Cash 55%

- Receives purchase requests from Mission offices and agencies through ILMS ARIBA and reviews them for proper authorization, then obtains additional information from requestors as necessary;
- Petty Cash: Responsible for petty cash purchases of items and services up to \$500 and up to \$3500 in urgent cases. Assists requesting offices in determining the most economical and effective way to complete the required job within the requesting office's budget; provides requesting agencies with expert opinions, price estimates, descriptions, statements of work and other procurement information as obtained through market research;
- Evaluates vendor quotations based on the requirements and terms dictated by the requesting office and purchase documents; negotiates best and final prices and terms per USG regulations with US and local vendors; determines contractor service value and product service reliability relative to cost, and prepares competition and evaluation/price analysis on each purchase for review by Supervisor and Contracting Officer;
- Prepares final purchasing documents (purchase order, blanket purchase agreement, requisition order, purchase card order, delivery order or task order) for Contracting Officer signature and FMO funding; obtains fiscal data from non-serviced agencies and inserts in their purchase requests; determines charging information, dependent upon agency or state sub-organization, and executes purchase awards based on Contracting Officer approval;
- Conducts follow-up activities, as required to ensure completion of each procurement request, from vendor confirmation of receipt of order, to delivery, and final payment; maintains regular contact with the requesting office on the status of procurement requests; helps settle any disputes or misunderstandings that may arise between vendors and customers, and periodically solicits feedback from customers on quality of materials/service received to improve future vendor selection;
- Coordinates with the other sections/agencies such as Financial Management Center, Warehouse, Motorpool and other requesting agencies on supply planning, providing technical advice on procurement specifications and terms of reference as well as manage the supply and service administration aspect especially in the End of Year Procurement.
- Uses the Integrated Management Logistics Services (ILMS) ARIBA to prepare, track, maintain and update Purchase Orders and other acquisition documents.
- Maintains properly-documented electronic files on each procurement request, using ILMS e-Filing, in accordance with U.S. Government regulations;
- Performs monthly Purchase Card Charge Reconciliation and provides supporting documentation by making sure all charges appearing on the Cardholder's Statement of Account are accurate; files contain the proper supporting documentation, and all questionable charges are resolved and disputes filed if applicable. The reconciliation process begins with the Cardholder downloading the monthly Statement of Account from the bank's Internet site at the close of the Department of State billing cycle (28th of each month);
- Executes online payments for overseas vendors via internet after the Purchase Card order is signed, and visit local vendors in Ho Chi Minh City to pay for goods using Purchase Card.
- Complete FPDS reports for each acquisition exceeding the requisite thresholds in a timely manner;
- Clears, in a timely manner, unliquidated funds by following up with vendors and modifying purchases;
- Maintains updated computer logs of every step of each acquisition at all times in accordance with internal office performance measurement procedures and uses this information to help maintain, update and improve written office standard operating procedures (SOPs);

Market Research 15%

- Determines sources by reviewing the required sources according to FAR/DOSAR regulations;
- Confirm market availability when handling procurement requests
- Estimates costs and requests bids by phone, correspondence, published price lists and catalogs, GSA or advertisements;
- Conducts research, training and evaluation of local and overseas market conditions and economic factors for supplies, equipment, materials and/or services;
- Establishes and maintains effective working relationships and communication with all vendors supplying items in portfolio, as well as a library of catalogues and computerized vendors lists; ensures all vendors handling orders over 30K USD are fully registered in System for Award Management (SAMs), NATO Commercial and Government Entity (NCAGE), and Data Universal Numbering System (DUNS) databases and assists local vendors who don't know how to register. Develops good relationship with all important vendors and their key personnel as a way of improving negotiation power and quality of service.

Contract Assistant 10%

- Assists Procurement Supervisor with contracting duties to ensure contracting work is done effectively and with greatest accuracy relating to federal contracting regulations. This involves to maintain accurate paper, procurement files.

Project Management 10%

- Provides assistance during VVIP visits, Staffdels, and CODELs by attending related countdown meetings, processing purchase orders for hotel accommodations, interpretation, car rental services and all other requests as needed.
- negotiates and handles a procurement actions of unusual and considerable difficulty such as meeting event packages (including those over \$15,000 or longer –term procurement projects that require some project management and oversight.

Other tasks 10%

- Acts as back-up for Procurement Agents during absences, and during staffing gaps by following up on their already placed orders, reporting in FPDS, if necessary and clearing unliquidated funds;
- Prepares annual ICASS workload
- Assists in returning damaged and defective goods to vendors by communicating with the requester, Mail Room, pouch facility and the vendor;
- trains employees and customers on the use of Ariba and how the application can create reports and assist new employees in creating their Ariba accounts and in solving ILMS systems issues;
- Takes minutes of Procurement staff meetings and follows up on some discussed actions; and
- Any other duties as required.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
College or university studies is required.
- b. Prior Work Experience
Must have at least two years' experience in purchasing.
- c. Post Entry Training
Commercial Items (PA 247) and other online courses on ILMS ARIBA. Must take and pass the purchase card holders test (PA297) to obtain a purchase card.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level 3 (Good Working Knowledge) speaking/reading/writing English is required (this will be tested). Level 4 (Fluent) speaking/reading/writing Vietnamese is required.
- e. Knowledge: Must have a general knowledge of local business practices, trends, pricing and business environment. Must understand and be able to interpret Federal Acquisition Regulations (FAR), the Department of State Acquisitions Regulations (DOSAR) and corresponding FAM, FAH, and OPE regulations and guidance.
- f. Skills and Abilities
Must be customer service oriented and be able to deal tactfully and effectively with a variety of local and overseas vendors and U.S. citizen clients. Must have exceptional interpersonal and negotiating skills. Able to work independently and use creative problem-solving, depending on the circumstances. Persistence required in pursuing solutions in response to normal bureaucratic inflexibility. Able to operate a personal computer including Windows, Excel, and other programs (ILMS ARIBA, Transport Lite). Must be proficient in the use of internet, well-organized and able to prioritize.

16. POSITION ELEMENTS

- a. Supervision Received
Under the immediate supervision of the senior FSN Procurement Supervisor. Performance is reviewed by the American General Services Officer.
- b. Supervision Exercised

N/A

c. Available Guidelines

Federal Acquisition Regulations (FAR), Department of State Acquisition Regulations (DOSAR), Department Circulars and Bulletins, cables, vendors catalogs, Purchase Card guide and guidelines relating to procurement, supply and ethics.

d. Exercise of Judgment

Must be able to use good judgment in situations where the correct action to be taken may vary greatly. Must exercise sound judgment in relations with requestors, vendors and contractors in order to receive the best goods and services at the lowest possible cost

e. Authority to Make Commitments

No authority to commit USG funds without prior authorization and approval of the contracting officer.

f. Nature, Level and Purpose of Contacts

Operating and working level contacts with local, U.S. and third country based contractors and vendors, Department of State colleagues in Washington, DC, regional offices (RPSO, ELSO). Must maintain good relations with ICASS customers as well as vendors and trade representatives.

g. Time Required to Perform Full Range of Duties after Entry into the Position

One year